

# Community Impact Manager

United Way of the Flint Hills | Emporia, Kansas

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## About the Role

The United Way of the Flint Hills is seeking a passionate and organized Community Impact Manager to support our mission of leading community change and improving lives in the Flint Hills. This position reports directly to the Executive Director.

## Key Responsibilities

### Fundraising & Campaign Support

- Assist in executing the annual fundraising campaign
- Develop marketing and campaign materials
- Plan and coordinate events and meetings
- Represent United Way at community events and deliver presentations as needed

### Marketing & Communications

- Create content for Instagram, Facebook, and the UWFH website
- Write and distribute the monthly newsletter
- Follow UWFH Social Media and Marketing Guidelines

### Community Impact Programs

- Develop, manage, and promote programs including Summer Climbin', Dolly Parton's Imagination Library, and 211
- Assist as needed with United Way's Direct Services

### Database & Office Management

- Input and manage data in CRM Lite; Includes creating and utilizing reports for board members, individual and workplace donors, and accountants.
- Oversee daily office operations, including recording payments, making deposits, and reconciling with the database.

## Qualifications

- Associate's degree or equivalent from an accredited institution, plus 2 years of related experience (or equivalent combination)
- Excellent oral and written communication skills
- Bilingual preferred
- Strong organizational skills with the ability to manage multiple priorities
- Experience working with volunteers and maintaining confidentiality
- Proficiency in Google Suite, Canva; willingness to learn Donation Management Software

## How to Apply

Submit a confidential resume, cover letter, and three references to:

**Whitney Johnson, Executive Director**  
**whitney@uwfh.org**

United Way of the Flint Hills | 702 Commercial, Suite 2-E, Emporia, KS 66801

*Applications accepted until May 15<sup>th</sup>, 2026.*

Learn more at [www.unitedwayoftheflinthills.org/careers](http://www.unitedwayoftheflinthills.org/careers)